

# NASA's eInvoicing Newsletter



## NASA's eInvoicing Newsletter

From the Change Management Sub-Team

NASA's eInvoicing Newsletter is a monthly e-Newsletter that recaps critical information for NASA's Procurement and Financial stakeholders concerning WAWF activities, projects, services and processes.



NSSC Team Members (pictured L-R): Sheila Arrington, (WAWF Team Co-Lead); Barry Backes, (Requirements & Transition, Business Process, Policy & Procedures, Change Management and Training Teams); and Michelle Rollins, (NSSC, AP Chief)

### Face-To-Face Outcome

The agencywide eInvoicing team recently held a Face-to-Face (F2F) meeting to define requirements and options for invoice approval and the routing processes for invoice approval, cost notifications and funding notifications. The NSSC hosted the meeting March 12-13, with more than 35 members of the eInvoicing team in attendance. Financial and procurement communities from all centers were represented via tele-conference or in person.

Two options were identified for invoice approval while two options were defined for the routing of invoice approvals, cost notifications

and funding notifications. The following are some of the highlights from the two-day event:

The team reviewed the Accounts Payable Work Management System (AWMS) "As-Is State." AWMS is the system currently used by all centers for cost notifications, funding notifications, goods receipt actions and approvals. A new requirement was added by the group to delegate the invoice approval to an individual other than the Contracting Officer. This is not currently a function in AWMS.

**The team discussed and enhanced the two options for replacing the AWMS invoice approval capability: Wide-Area Workflow (WAWF) process flow and SAP Custom Workflow process flow. The team developed and discussed two options for replacing the AWMS Invoice Cost and Funding Routing capability: SAP Inbox (Option 1) or SAP Workflow with Web Front End (Option 2). The SAP Web Front End will require Service Requests (SRs) for further processing.**

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## RESOURCES

### Contact and Information:

NASA Shared Services Center  
Attn: Financial Management Division  
Building 1111, C Road  
Stennis Space Center, MS 39529  
Email: [NSSC-FM-CustomerService@mail.nasa.gov](mailto:NSSC-FM-CustomerService@mail.nasa.gov)

NSSC Customer Contact Center  
Phone: 877-677-2123  
Email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)  
Web: <https://www.nssc.nasa.gov>

Accounts Payable: [Web page](#)  
Vendor Payment Information: [Web page](#)

NASA WAWF eInvoicing Team Collaboration Page located at: [MAX Website](#)

WAWF Security Access questions - contact NASA Group Administrator (GAM) at: [HQ-WAWF@mail.nasa.gov](mailto:HQ-WAWF@mail.nasa.gov)

WAWF Team Leads:  
Email: Project Lead [Jimmy Carson](#)  
Phone: 757-864-9485  
Email: Co-Lead [Sheila Arrington](#)  
Phone: 228-813-6443

## SCHEDULE

### Phase 1:

Complete - Go-Live May 6, 2013  
Scope: 14 volunteer vendors (46 cost contracts) familiar with WAWF

### Phase 1A:

Schedule: Phased-In approach  
Scope: All remaining cost-type contracts  
For questions concerning the NASA FAR Supplement Class Deviation contact:  
Contract Management Division  
Email: [Bill Roets](mailto:Bill.Roets)  
Phone: 202-358-6443

### Phase 2:

Scheduled Go-Live date TBD  
Scope: All vendors, except those listed in the excluded list on page 2 of newsletter

### Phase 3:

Scheduled Go-Live date TBD  
Scope: All remaining vendors and invoices supported by WAWF

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*FYI*

## Face-To-Face Outcome (Cont.)

The eInvoicing Team has been approved to move forward with SAP Workflow with Web Front End (Option 2) for routing.

Transitioning to WAWF has many benefits: WAWF will provide vendors with an electronic mechanism to submit invoices; improve payment cycle time, reduce late payments and interest penalties; and eliminate manual scanning requirements for paper invoices.

### **What is a DoDAAC?**

Department of Defense Activity Address Codes (DoDAACs) are used by vendors in the creation of invoices/vouchers in the WAWF system and by NASA users who need to search for invoices/vouchers within the WAWF system. Each NASA Center has an 'Admin By' DoDAAC and a 'Ship To/Acceptor' DoDAAC assigned while NASA Satellite Centers (i.e., Plum Brook Station, White Sands Test Facility) have separate 'Ship To/Acceptor' DoDAACs. 'Admin By DoDAACs' are used to indicate the NASA Center administering the procurement while 'Ship To/Acceptor' DoDAACs are used to indicate the NASA Center receiving the good(s)/service.

For a list of NASA DoDAACs see: [DoDAACs](#)

### *FAQ's*

To review WAWF FAQ's, Fact Sheets, and Newsletters, visit: [NSSC's eInvoicing Web page](#) or [Max Wiki Web page](#)

Do you have any questions that are not available on the Accounts Payable Web page? If so, send us an email at: [NSSC-FM-CustomerService@mail.nasa.gov](mailto:NSSC-FM-CustomerService@mail.nasa.gov)

## did you know?

Since go-live, there have been 461 invoices successfully interfaced into SAP! Of those interfaced, 370 are paid

(current as of 5/1/14)

NASA's eInvoicing Solution -WAWF

## Thank you and Congratulations!

Thank you to Laurese Hale who will spend her last day as eInvoicing Team Lead Friday, May 2. Laurese has accepted a position in Headquarters OCFO Funds Control Division.

## Welcome Aboard Jimmy Carson!

Jimmy Carson, from the OCFO at NASA's Langley Research Center (LaRC), has been selected as eInvoicing Project Lead. Jimmy is assigned on a one-year PAVE, Detail in Place; presently works as the LaRC's Acting DCFO for Systems.

## Phase 2 Exclusions

Below is a list of items that are excluded from the eInvoicing Phase 2 implementation:

- Credit Memos
- FI invoices (non-PO)
- Foreign Vendors
- IPAC (Intra-Governmental Payment and Collection System)
- Intra-agency agreements
- Non-commercial grants
- Outside Buyer Purchase Orders
- Utilities
- Earned Award Fee modifications

## Sub-Team Updates

Business Process Sub-Team Update:  
Finalizing Business Rules

Change Management Sub-Team Update:  
Published the third eInvoicing Newsletter and updated FAQ's

Requirements & Transition Sub-Team Update:  
Updating Transition Plan

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## Training Sub-Team Update

### WAWF Phase 1A

With the issuance of Procurement Information Circular [\(PIC\) 14-02](#) on March 31, WAWF Phase 1A was added. PIC 14-02 entitled 'Class Deviation to NFS 1842.803(b)(1)(D) – Defense Contract Audit Agency (DCAA) Policy and Procedure for Submission and Audit of Contractor Interim Vouchers', requires all cost-type contracts to be modified and all cost vouchers to be submitted via the WAWF System. The Procurement community is crafting language for standardized contract modifications.

### Phase 1A Training

The Training Sub-Team is creating training materials and a training plan for use in the implementation of Phase 1A. The materials being created include: work instructions for system access, existing account modification, password changes, view-only navigation (including accessing attachments), a current project status briefing and vendor guidance. The NSSC has conducted refresher training on use of the SAP ZFI\_AP\_EINVOICE Report. For training material suggestions, please contact Daniel Rodriguez, WAWF Training Sub-Team Lead, at [Daniel.Rodriguez-1@nasa.gov](mailto:Daniel.Rodriguez-1@nasa.gov).

### ZFI\_AP\_PMT\_HIST Transaction Code

The SAP 'Procurement Report Generator' role now includes 'ZFI\_AP\_PMT\_HIST' transaction code access. This report was previously limited to Accounts Payable role packages and provides access to invoice history. The ZFI\_AP\_EINVOICE transaction code, which interfaces data from the WAWF system, is also available with the 'Procurement Report Generator' role package.

**WAWF** will provide vendors with an electronic mechanism to submit invoices; improve payment cycle time, reduce late payments and interest penalties; and eliminate manual scanning requirements for paper invoices.

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